

## **Local Agency Formation Commission of Napa County**

### **Policy on Regular Commission Meeting Calendar**

(Adopted: June 14, 2001)

It is the intent of the Commission to establish a regular meeting day and time and a procedure for the regular consideration of its meeting calendar. As provided by G.C. §56375(i), the policy of the Commission is:

1. The regular meeting day of the Commission is the second Thursday of even-numbered months.
2. The regular meeting time of the Commission is 4:00 P.M.
3. At its third and sixth regular meetings of the calendar year, the Commission shall review and affirm its meeting schedule for the next three regular meetings. If a regular Commission meeting falls on a holiday, the Commission shall determine an alternate day as part of this review of its calendar.
4. The Chair may cancel or change the date or time of a regular meeting if it is determined that the Commission cannot achieve a quorum on the scheduled day and time, or with the consent of a majority of the regular members of the Commission where the majority includes at least one member representing the cities and at least one member representing the County.
5. Notice of any change to the regular Commission meeting shall be given not less than 72 hours prior to the scheduled time of the meeting. Notice shall be given to all Commissioners, local news media, affected agencies, individuals, and interested parties who have requested notice of regular meetings.